UNITED STATES MARINE CORPS
MARINE CORPS SYSTEMS COMMAND
2033 BARNETT AVE SUITE 315
QUANTICO, VIRGINIA 22134-5010

COMMAND POLICY LETTER NO. 3-98

From: Commander

Subj: PROCEDURES FOR PURCHASING COMPUTERS AND PERIPHERAL
       EQUIPMENT

Ref: (a) Redelegation of Requirements Validation and Milestone
            Decision Authority, PAE 7571.SAM of 15 May 97

Encl: (1) Example Marine Common Hardware Suite (MCHS) Waiver
            Request

1. <u>Purpose</u>. Provide updated command policy for purchasing
computer equipment and peripherals within MARCORSYSCOM. This
policy will be updated annually.

2. <u>Cancellation</u>. Command Policy Letter No. 3-96.

3. <u>Background</u>. Future technology upgrading and logistics
support of computers and peripheral equipment will benefit from
centralized management. Centralized purchasing is an initial
step that can be taken while efforts to consolidate requirements
determination and programming continue.

4. <u>Action</u>. To exploit the economy and effectiveness of
centralized procurement of common computer equipment, the
following policy changes will take effect on the dates indicated:

    a. Effective the date of this letter, all MARCORSYSCOM
program managers (PM) and directors (Dir) will:

        (1) Initiate funding action for all computers and
peripherals using separate funding documents for easy
identification; and ensure all actions are consistent with the
reference regarding budgeting and procuring Information
Technology equipment for use internal to MARCORSYSCOM.

        (2) Provide a copy of these funding documents to PM,
Common Computer Resources (CCR). This applies to Research,
Development, Testing, and Evaluation; Procurement, Marine Corps;
and Operations and Maintenance funding.

        (3) In coordination with PM, CCR and the assistant PM,
Information Technology, provide a list of equipment and
peripherals; the designated delivery sites; and the required
delivery dates for the procurement.

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b. Effective the date of this letter, PM, CCR will:

(1) Acquire all MCHS equipment, track the acquisition, and ensure all equipment is delivered to the site designated by the requesting PM or Dir.

(2) Provide shipping status to the requesting PM or Dir.

(3) Provide budget documentation to PM's or Dir's. This includes providing a copy of obligating documentation.

(4) Be the single point of contact for MCHS for all issues.

(5) Logistically support MCHS equipment.

(a) Maintain performance metrics on delivery orders and serialized tracking (forwarded to Marine Corps Logistics Bases (MARCORLOGBASES)).

(b) Coordinate with MARCORLOGBASES for associated MCHS spare parts.

(c) Provide liaison between project officers and MARCORLOGBASES for contractor logistics support.

(6) Screen and forward to Dir, Command, Control, Communications, Computers, and Intelligence (C4I) all PM and Dir requests for waivers to procure non-MCHS computer equipment or procure computer equipment through activities other than CCR.

(7) Verify with Dir, Program Analysis and Evaluation (PA&E) Directorate appropriate life cycle management approval prior to procuring any MCHS equipment.

(8) Ensure this Policy Letter gets reviewed by all MARCORSYSCOM PM's and Dir's annually.

(9) Ensure the USMC Buyer's Guide of MCHS products, found on the HQMC, C4I Home Page, gets updated quarterly.

c. The Dir, PA&E will review each procurement of MCHS equipment to verify that the milestone decision authority (MDA) has approved the MCHS procurement within the requiring parent acquisition program, and that it meets requirements of the reference.

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     d. PM's and Dir's must receive a written waiver from the
Dir, C4I to procure non-MCHS computer equipment and peripherals,
or procure computer equipment through activities other than CCR.
Submit waiver requests to PM, CCR using the enclosure as an
example.

                            M. J. WILLIAMS

Distribution: A

EXAMPLE MARINE COMMON HARDWARE SUITE (MCHS) WAIVER REQUEST

SSIC
DATE

From: Program Manager, Command Information Systems
To: Program Manager, Common Computer Resources

Subj: WAIVER REQUEST TO PROCURE NON-MCHS EQUIPMENT

Ref: (a) Command Policy Letter No. X-98 of XXX 98.

1. Provide a short concise overview of your program.

2. Identify what equipment you are buying that is not MCHS.

3. Explain your reason for not buying MCHS. If due to MCHS lack of technical capability or functionality, be specific.

4. My point of contact is Captain John Jones at extension 4-1234.

/s/
PM, CIS

Encl (1)

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